

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. Box 275
JESSUP, MD 20794-0275

D.C. Cert. 3-5-F-1-12

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Talbot January 1, 2012

Gerri Sponholtz, County Clerk

COURT

COUNTY

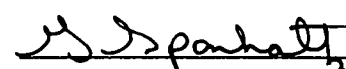
DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2008			
	Certificates of Deposit	V	1 c		5		
	Closed Transcript Records		1 c		1	5/11/12	Shredded
	Closed Deferred Payment Records		1 c		1.5		
	Commissioner Daily Transmittals		1 c		1.5		
	Court Fund Receipts and Ledger Cards		1 c		2		"
	Satisfied Bad Checks		1 c		.5		
	Purchase Orders & Receiving Reports		3		1		
	Statistical Report		1 c		1		
	Auditors Receipt Copies		1 c		.5		
	Refund Request Forms		1 c		1		
	Petty Cash Reimbursements		1 c		.5		
	Cash Register Back-up Diskettes		1c		1		Broken: cut Sand fill

Destruction Approved by Hall of Records Commission

Destruction Certification

1/24/2012
Date
State Archivist
Signature of Court OfficialCoclk
Title5-11-12
Date

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	CIVIL						
	Civil Cases Closed (stripped material only)	2219 II	2	2008	17		
	Landlord/Tenant Cases	2219 II	2	2008	2	5/11/12	Shredded
	Summary Ejectment Money Judgments	2219 II	2, 3	1999	1		"
	Domestic Violence Cases (stripped material only)	2219 III	2	1999	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1999	1		
	Management Reports	2219 I	1d	2008	1		

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[Signature]

State Archivist

[Signature]

Signature of Court Official

[Signature]

Title

6-7-12

Date

DEPARTMENT OF GENERAL SERVICES
Hall of Records Commission
Records Management Division
7275 WATERLOO RD., P.O. Box 275
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	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2008	20		
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	1)	2008	2	5/11/12	shredded
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	1)	2008	4		11
	MANAGEMENT REPORTS	2219 I	1d	2008	1		

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Edward C. [Signature]
State Archivist

Gerri Sponholtz
Signature of Court Official

County Clerk
Title

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	EXPUNGED CRIMINAL CASES <i>*To be shredded</i>	2219 Sec IV	2 d&e	2008	1	5/11/12	Shredded 1)

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Edward C. Treppe

State Archivist

Gerri Sponholtz

Signature of Court Official

Co Clerk

Title

6-7-12

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	CourtSmart DVD's	2219 II	2	2008	1		Broken (Landfill)
	CourtSmart Tag Reports & Logsheets	III	3	2008	1	5/11/12	shredded
	Electronic Recordings for the period of February 4 - 8, 2008 will be retained permanently for archival purposes.	IV	2 a,b				

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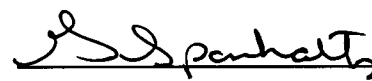
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	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2008	1	5/11/12	Shredded
	MISCELLANEOUS CORRESPONDENCE			2008	1		
	BATCH ENVELOPES			2008	9		
	CLOSED TRAFFIC FILES			2008	9		
	CLOSED NONMATS CITATIONS			2008	1		
	CLOSED CITIZEN ARRESTS			2008	1		
	CLOSED PARKING CITATION			2008	1		
	MANAGEMENT REPORTS	2219 I	1d	2008	1		

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